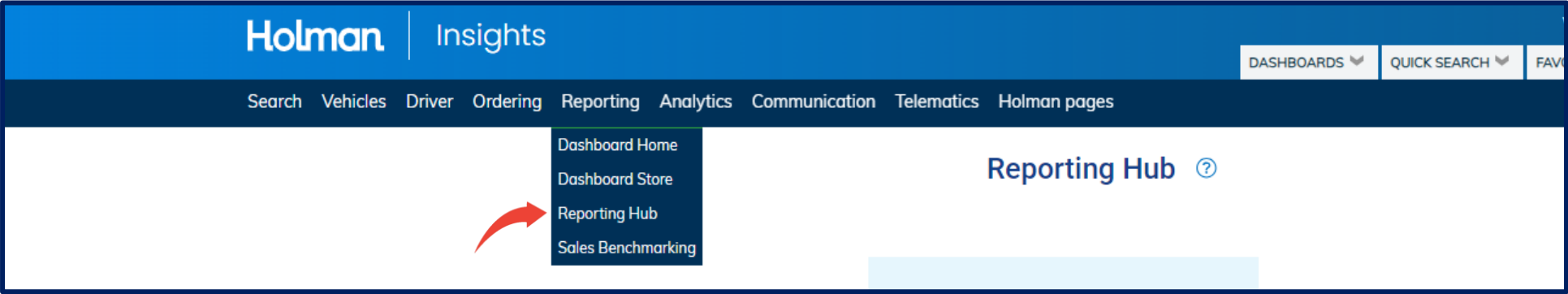


How to Generate a Fuel Statistics and MPG Report in Holman

Click on the **Reporting** tab, then choose **Reporting Hub**



Click **Find** Under **Search Bi Templates**
Search **Fuel Statistics and MPG Report** under Search Term and click **Search**

Find Reports (Client)

Easily filter the listing of reports by selecting from the drop downs or using the Keyword search

Country: USA

Report Topic: Select

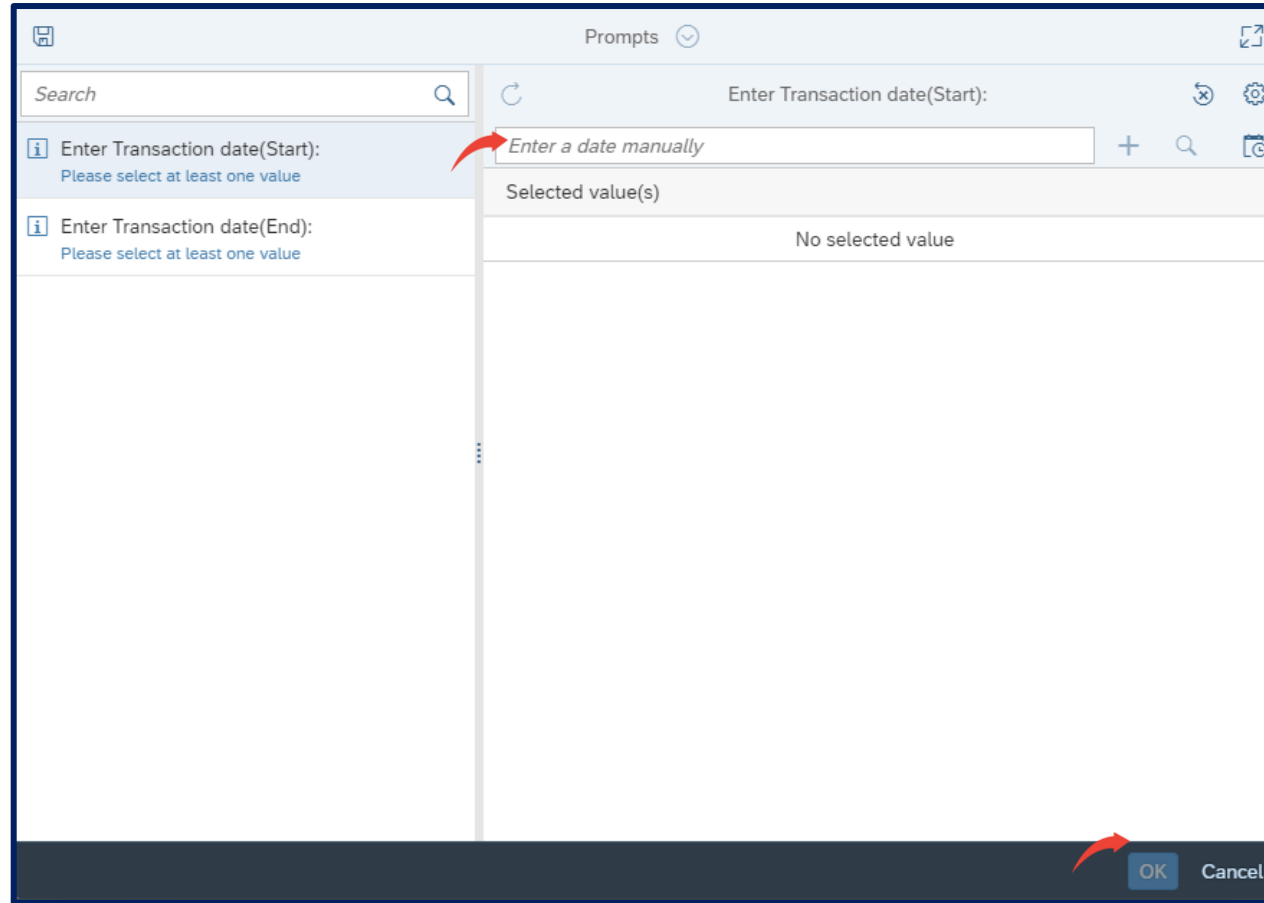
Search Term: fuel statistics and MPG

Use a keyword to search report titles and descriptions

Reports

Report Name	Description	Report Type	Report Access Count
FUEL STATISTICS AND MPG	Counts by client, division, asset type. Usage by client, division, asset type. MPG by asset type.	Fuel	3203

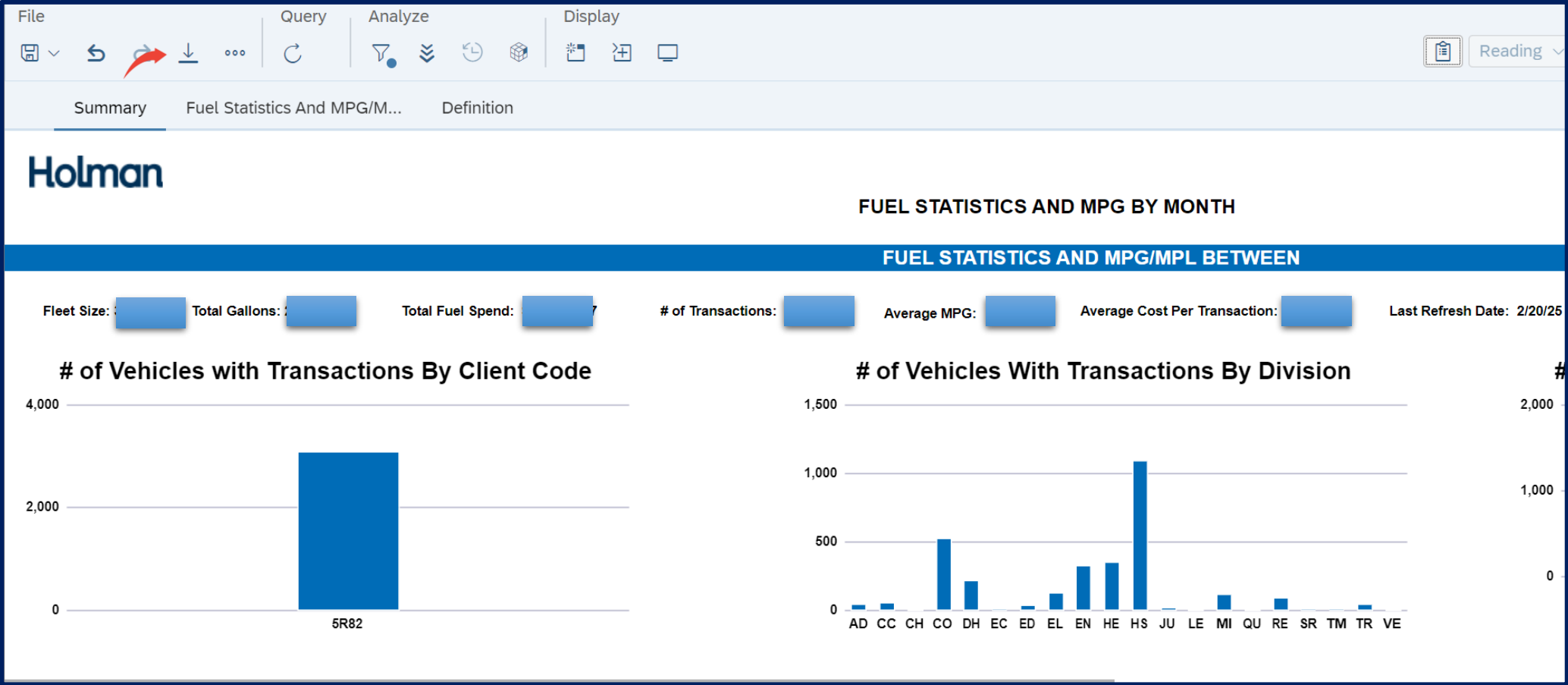
Click on **Fuel Statistics and MPG**, and the prompt screen will appear



The screenshot shows a 'Prompts' dialog box with a search bar at the top left. Below the search bar, there are two prompts listed on the left side: 'Enter Transaction date(Start): Please select at least one value' and 'Enter Transaction date(End): Please select at least one value'. A red arrow points from the first prompt to a text input field on the right that contains the placeholder text 'Enter a date manually'. Below this input field is a section labeled 'Selected value(s)' which currently displays 'No selected value'. At the bottom right of the dialog, there are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button.

Enter **Start** and **End** transaction dates and click **OK**

Once the report generates, you can download it by clicking the export symbol, then choose **All Reports**, and then click **Export**



If you have any questions, please contact Fleet Management
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